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CHAPTER IIIORGANIZATION AND STAFF FUNCTIONS301 ORGANIZATION AND ADMINISTRATION

1. The commanding officer or officer in charge shall be responsible for the organization and administration of the waterfront brig/CCU. A civilian position is provided as Assistant Brig Officer/Director of Corrections to assist in these functions in a 60 capacity facility. Staff assistants for counseling, training, work, administration, and supply shall be assigned. A watch team consisting of a brig duty officer, control center supervisor, quarters supervisor, and escort shall be assigned at all times.

2. The waterfront/CCU brig commanding officer or officer in charge shall report directly to the commanding officer of the activity to which the waterfront brig/CCU is assigned. The waterfront brig/CCU shall not be associated with base security or master-at-arms functions.

302 SELECTION CRITERIA

1. General. Personnel selected for duty in waterfront brigs/CCU's shall, unless specifically excepted by CHNAVPERS meet the criteria set forth in Article 3102 of reference (a). All E-4 personnel should have completed Leadership Management Education Training (NAVLEAD) before assuming duty in a waterfront brig/CCU.

2. Civilians. Civilians are employed in selected support positions in waterfront brigs/CCU's.

3. Personnel from Other Military Services. In locations where waterfront brigs/CCU's confine members of other military services, local interservice support agreements may be established according to the criteria set forth in Article 3102.6 of reference (a).

303 ASSIGNMENT CRITERIA

1. Personnel shall be assigned to a waterfront brig/CCU (or a CCU where no waterfront brig/CCU exists) for a normal tour of duty. Personnel in a Limited Duty/Temporary Duty status or transient personnel shall not be assigned to a waterfront brig/CCU.

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2. Navy staff shall possess Navy Enlisted Classification (NEC) 9575 or 9516 prior to assignment to duties at a waterfront brig/CCU. Other services enlisted personnel will be assigned a specific Military Occupational Speciality (MOS) for corrections, following the procedures for their service. Exceptions are not authorized unless specifically approved in each case by CHNAVPERS (Pers-84). Personnel will be closely screened under the criteria of Article 3102 of reference (a).

3. Personnel shall not be assigned duties which require the supervision of prisoners/awardees of the opposite sex in areas where nudity routinely occurs.

#### 304 STAFF FUNCTIONS

The following billet titles and duty descriptions will be utilized in the 60 capacity waterfront brig/CCU, unless otherwise noted.

1. Brig Officer. The term "brig officer" as used in this manual refers to commanding officer, officer in charge, chief petty officers in charge assigned responsibility for the operation of the brig/CCU. In a stand alone correctional custody unit this position is titled "Correctional Custody Officer." Commanding officers and officers in charge are ordered into their billet as commanding officer or officer in charge by CHNAVPERS. Chief petty officers in charge shall be appointed in writing by the commanding officer of the activity. The brig officer is directly responsible to the commanding officer of the activity for the humane care, custody, discipline, safety, welfare, and correctional treatment of personnel in the waterfront brig/CCU. Brig officers shall operate the waterfront brig/CCU following the requirements of reference (a), this manual and other applicable instructions. They shall encourage command level participation and provide liaison to staff specialists who support and provide guidance for the corrections program. They are also responsible for training and supervision of all staff members assigned to the waterfront brig/CCU. Brig officers shall be exempt from assignment to duties such as officer of the day or command duty officer. See Article 3205 of reference (a).

2. Assistant Brig Officer/Director of Corrections. This position requires a person with knowledge and experience in correctional security and programs. The assistant brig officer/director of corrections is responsible to the brig officer for supervising security, the work and counseling programs, administrative support, and training functions. This person will act as chairperson or as a member of various committees or boards concerned with prisoner/awardee management,

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staff management, facility maintenance and other areas. This person shall perform such other duties as assigned by the brig officer and act for the brig officer in his or her absence. This position will be filled by a civilian and as such will have positional authority, vice disciplinary authority under the UCMJ, over the staff, prisoners or awardees in the absence of the brig officer.

3. Programs Officer. In a waterfront brig/CCU of 120 capacity or more the programs officer may be a separate position. In a waterfront brig/CCU of 60 capacity, this function is performed by the assistant brig officer/director of corrections. The programs officer is responsible to the assistant brig officer/director of corrections in the areas of rehabilitation, restoration and work programs. This person may also supervise administrative functions and serve as a member of the Classification and Assignment Board and the Discipline and Adjustment Board. This position will normally be filled by a civilian.

4. Programs

a. Correctional Counselor. The correctional counselor provides direct and indirect, individual and group counseling to no more than 35 prisoners/awardees and assists in their performance and program evaluations. This person is a para-professional and refers problems requiring professional attention for administrative action to the assistant brig officer/director of corrections. In facilities not having a assistant brig officer/director of corrections, the counselor is primarily responsible for all treatment activities and for appropriate referral to command resources when necessary.

b. Training Supervisor. The training supervisor is responsible to the assistant brig officer/director of corrections for staff and escort training, maintenance of training records of both staff and prisoners/awardees, reception, general military and physical training. The training supervisor prepares prisoner/awardee and staff training schedules. The training supervisor may also be involved in motivational or other training when qualified.

c. Work Supervisor. The work supervisor is responsible to the assistant brig officer/director of corrections for the planning and coordinating of all work projects and work parties employing prisoners and awardees. Their major functions include maintaining liaison with area coordinators, base commanders, and immediate superiors in command, in the identification and assignment of suitable work projects, ensuring that work parties are supervised by trained and qualified escorts; and frequent,

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regular monitoring of work parties at or away from the brig/CCU. The work supervisor is also responsible for the facilities and ground maintenance and general sanitation. This position will normally be filled by a civilian.

5. Administration

a. Administrative Officer. The administrative officer is responsible to the assistant brig officer/director of corrections for administrative records and reports, facility correspondence, statistical data, prisoner/awardee records and reports, computation of sentences, and the preparation of reports. They shall use the Corrections Management Information System (CORMIS) in maintaining records and reports. The administrative officer normally supervises the mail, supply, mess, funds and valuables, and receiving and release functions.

b. Administrative Clerk. The administrative clerk performs clerical duties as assigned by the administrative officer. This position will normally be filled by a civilian.

c. Receiving and Release Supervisor. The receiving and release supervisor is responsible to the administrative officer for processing prisoners/awardees into the waterfront brig/CCU, for their proper release, and for relevant records and supplies, including health and comfort items, prisoner/awardee personal property and clothing issue and storage.

d. Supply Supervisor. The supply supervisor is responsible to the administrative officer for the receipt, issue and inventory of facility operational supplies. This person may be responsible for maintaining the brig's operating budget (OPTAR). This position will normally be filled by a civilian.

e. Funds and Valuables Custodian. The brig officer shall appoint, in writing, an officer, senior petty officer or civilian as custodian of prisoner personal funds and valuables according to the NAVCOMPT Manual, Volume 4, Chapter 2, Part G. The funds and valuables custodian is responsible to the administrative officer in the performance of their duties. They shall be provided with adequate safekeeping facilities. This position will normally be filled by a civilian.

f. Assistant Custodian. The brig officer shall appoint, in writing, an officer, senior petty officer or civilian as assistant custodian, who will assume the duties of the custodian in their absence. The assistant custodian will be responsible to the custodian and to the administrative officer in the absence of the custodian.

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g. Authorized Custodians. The brig officer shall specifically designate, in writing, personnel authorized to receive prisoner funds and valuables outside of normal working hours following NAVCOMPT Manual, Volume 4, Section 3. They shall be provided with adequate safekeeping facilities for temporary storage of receipts. All such receipts, funds and valuables shall be surrendered, in return for a receipt, to the funds and valuables custodian or assistant custodian at the beginning of the next work day.

h. Mail Supervisor. The brig officer shall appoint in writing, a staff member to process prisoner and awardee mail. He or she shall also be appointed to act as an authorized custodian to record/receipt for money and valuables received in prisoner/awardee mail. The mail supervisor shall be responsible to the administrative officer for receipt, logging, inspection, and distribution of all prisoner/awardee mail. In no instance shall prisoners/awardees inspect or handle mail.

i. Mess Supervisor. The mess supervisor assigned to the brig/CCU shall be responsible to the administrative officer to ensure that the quality and quantity of food served to prisoners/awardees is identical with that served in the enlisted mess for the general command population and that sanitation, preparation, handling and service of food meet established criteria. This person shall also be responsible for the preparation and serving of restricted diets, bread and water meals, and diminished rations. Prisoners of any legal status may be used as mess personnel under the mess supervisor's direction.

6. Security. The following are responsible for the security of the facility, for the safety and welfare of the prisoners/awardees, and for ensuring that programmed activities are carried out following regulations and directives. Some posts must be manned on a 24-hours per day, 7 days per week basis.

a. Operations Officer. The operations officer is responsible to the assistant brig officer/executive officer in the areas of security, control and accountability, and emergency planning and response. The operations officer is responsible for the training, assignment, and performance evaluation of members of the security force. The operations officer shall make frequent and irregular on-site inspections of all areas of the brig with particular emphasis on security posts and all large group activities. The operations officer will coordinate with the programs officer on prisoner or awardee movements, work and recreational activities.

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b. Brig Duty Officer (BDO). The brig duty officer is responsible to the operations officer for supervising the security force, the maintenance of good order and discipline, carrying out the plan of the day, and the health, welfare, and safety of staff members and prisoners/awardees. In a stand alone correctional custody unit this position is titled "Section Leader." In the absence of the operations officer, the brig/CCU duty officer is in charge of the general operation of the brig watch.

c. Control Center Supervisor. The control center supervisor is responsible to the brig duty officer for maintaining the prisoner/awardee accountability and security records. The control center supervisor is the hub of the security and communications system and coordinates all traffic, information and activities. The control center supervisor is responsible for requisition, storage, issue, and inventory of all security items such as keys, instruments of restraint, etc. The controls for electrically controlled doors and gates shall be in the control center. Personnel selected for this post should be carefully screened by the brig officer due to the responsibilities and high pressure associated with these duties.

d. Quarters/Cellblock Supervisor. The quarters and cellblock supervisor is responsible to the brig duty officer for the maintenance of good order and discipline, sanitation, and the accountability and welfare of prisoners/awardees in an assigned berthing space. Each separate berthing area (dormitory or cellblock) will normally be supervised. The quarters supervisor will supervise prisoners/awardees on work details when the prisoners/awardees leave the dormitories. One supervisor may supervise no more than 20 cells or 40 personnel in a dormitory setting.

e. Escort. The escort is responsible to the brig duty officer and will be used for transporting prisoners/awardees to and from locations outside the waterfront brig/CCU. Escorts may be provided by using commands when properly trained and determined qualified by the training supervisor. Escorts for pretrial personnel will be provided by the parent command.

7. Special. When the size of the facility and volume of turnover warrant, qualified personnel may be assigned on a full-time basis for the functions shown below. For smaller facilities, such assignments should be on a collateral duty basis with provisions made to ensure sufficient time is made available to adequately carry out their waterfront brig/CCU duties.

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a. Chaplain. A chaplain shall be appointed in writing by the commanding officer of the station where the brig is located to administer the religious program for a waterfront brig. The chaplain shall be responsible to the brig officer for coordination of worship services for all prisoners/awardees. The chaplain will facilitate the visitation program for chaplains from units with personnel assigned to the waterfront brig/CCU. The chaplain will be consulted on all religious issues.

b. Medical Officer. Medical officers shall be appointed in writing by the commanding officer of the medical facility. The medical officer is responsible to the brig officer for the health and medical care of prisoners/awardees and the sanitary conditions of the facility.

c. Hospital Corpsman. The hospital corpsman assists and is responsible to the assigned medical officer for the health care program for prisoners/awardees. At the discretion of the assigned medical officer, the hospital corpsman may conduct daily sick call and visit prisoners in segregation. A corpsman shall be available to dispense all controlled medicine.

### 305 POST ORDERS

The brig officer shall ensure there are up-to-date written instructions for each post. These post orders shall contain a clear, concise statement of the purpose, time schedule, supervisory functions, security requirements, and any other special features of the post. Staff members shall know and be able to perform the functions required in the post orders prior to assumption of that assignment.

306 GENERAL RULES OF CONDUCT FOR STAFF. Generally, acting in conformance with the requirements of the UCMJ and observance of the constitutional rights of individuals is sufficient to establish proper staff/prisoner/awardee relationships. However, there are some aspects of staff behavior that merit special emphasis:

a. Physical abuse, use of unnecessary force, and any form of corporal punishment or harassment by staff members are prohibited.

b. Striking or laying hands upon prisoners/awardees is prohibited except in self-defense, to prevent serious injury to other persons, to prevent serious damage to property, to effect an authorized search, or to quell a disturbance. In such cases, the amount of force used will be the minimum amount necessary to bring the situation under control.

c. Each brig/CCU staff member, regardless of duty assignment, is responsible for maintaining the security of the facility and the safe custody of the prisoners/awardees.

d. Brig/CCU staff members are prohibited from bartering, giving, selling, or permitting others to barter, give, or sell contraband items to prisoners/awardees.

e. Brig/CCU staff members are prohibited from extending privileges, favored assignments, or information to individual prisoners/awardees which are not similarly available to all prisoners/awardees.

f. Staff personnel shall not use their official position to establish or maintain social contacts or relationships with prisoners/awardees or their families or friends.

g. Brig/CCU staff members shall not release information on individual prisoners/awardees without authorization of the brig officer.

h. Brig/CCU staff members shall set high personal standards of appearance and military bearing.

### 307 FRATERNIZATION

Staff members are prohibited from fraternizing with prisoners or awardees. This restriction does not prohibit all contact, such as simple conversation between prisoners/awardees and staff members. Brig/CCU staff members are expected to treat prisoners/awardees as fellow human beings who are members of the military service in a subordinated position within the organization.

### 308 HARASSMENT/SEXUAL HARASSMENT

1. Any act or word which demeans an individual's dignity is harassment and is prohibited.

2. Sexual harassment is prohibited. This behavior, interferes with an individuals performance and creates an intimidating, hostile and offensive environment. Whether the individual is a prisoner, detainee, awardee, or staff member, sexual harassment denies the individual respect and dignity and is contrary to the mission of the brig/CCU. Waterfront brigs/CCU's will strictly follow and enforce Navy policy in both letter and spirit.



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**309 PHYSICAL ABUSE/MALTREATMENT CHARGE**

The commanding officer of the activity will immediately review the known circumstances of any abuse/maltreatment charges and determine whether or not the duty assignment of the member accused or charged should be altered pending resolution of the charge(s). If the commanding officer finds there is probable cause to believe that an allegation is true, the accused person will be reassigned to other duties not involving the supervision of prisoners/awardees. If the staff member is subsequently found guilty of physical abuse or maltreatment, the brig officer shall take immediate action to remove all correctional NEC's and request the individual be transferred from brig duty and replaced as an unplanned loss.

**310 STAFF TRAINING**

a. Initial Training. All personnel, civilian and military, assigned to a waterfront brig/CCU shall receive formal training as specified by CHNAVPERS. Successful completion of required training is a prerequisite for assignment to a post/function. For civilians, a statement to this effect will be placed in position descriptions and in hiring/recruiting announcements.

b. Pre-Service Training. Pre-service training is conducted at the waterfront brig/CCU as required by Article 3502 of reference (a).

c. In-Service Training. In-service training is designed to keep all staff members abreast of changes in policy and operations and to maintain and improve proficiency in correctional skills. Each waterfront brig/CCU shall conduct regularly scheduled in-service training so that a complete cycle of subject matter required by Article 3503 of reference (a) is completed within 1 year. The training supervisor will develop a long-range training plan from which quarterly and monthly schedules can be made up, and will ensure training records are maintained for each staff member showing topics, date received and instructor. Muster sheets shall be maintained for each lesson given, with staff members attending signing the attendance sheet. All staff personnel, regardless of billet assignment, shall be required to attend this training and demonstrate proficiency in the subject matter areas covered.

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311 ESCORT TRAINING

Waterfront brigs/CCU's shall provide a 1 day escort training program to be made available to local commands. A proficiency test shall be successfully completed prior to certification as a qualified escort. All personnel assigned to escort duties shall be thoroughly trained in the safety and proper use of restraining devices in the performance of escort functions. A NAVPERS 1640/18, Prisoner Escort Identification, shall be issued upon completion of training.